



Provider Eligibility Standards (PES) Packet

Paths to QUALITY™ Only PES Certification for Preschool
Classrooms in a Public School



Provider Eligibility Standards (PES) Paths to QUALITY™ Enrollment

Indiana statute IC12-17.2-3.5 requires that early care and education, preschool and Out of School Time programs meet certain basic health and safety standards, known as Provider Eligibility Standards, or PES, prior to receiving public funds through the Child Care Development Fund (CCDF) voucher program. These PES standards also make up the minimum requirements for Level 1 of Paths to QUALITY™, Indiana's voluntary quality rating and improvement system.

Under IC12-17.2-7, preschool classrooms operated by a public school that wish to participate in the Indiana PreK Pilot Program must be rated at a Level 3 or Level 4 on Paths to QUALITY in order to receive these public funds. Participation in the PreK Pilot Program is voluntary.

For more information on the Indiana PreK Pilot Program please visit: <http://www.in.gov/fssa/4899.htm>.

Public schools interested in joining Paths to QUALITY must apply for the Public School Paths to QUALITY only PES certification (standards are listed below and application is included in this packet) and demonstrate that they are meeting the standards. Once these standards have been verified, the public school preschool program is eligible to enroll in Paths to QUALITY at a Level 1.

For more information on Paths to QUALITY, please visit <http://www.in.gov/fssa/carefinder/2554.htm#>.

This Paths to QUALITY only PES certification does not make a public school preschool program eligible to receive funding through the CCDF program.

For more information on the CCDF program please visit: <http://www.in.gov/fssa/carefinder/3900.htm>.

If your school wishes to be eligible to receive CCDF funding, please complete the **Public School Paths to QUALITY and CCDF Certification Checklist**, as the standards vary slightly.

If you are a charter school interested in enrolling in Paths to QUALITY or in accepting CCDF vouchers please contact the Office of Early Childhood and Out of School Learning for the Charter School application and packet, 317-234-8882 (Beth Barrett).

If you have any questions about this process or to begin the process please contact the Office of Early Childhood and Out of School Learning at 317-234-8882 (Beth Barrett).

Provider Eligibility Standards Paths to QUALITY™ only Certification

1. Fire Drills

- Each early learning program must conduct monthly documented fire drills in accordance with the rules of the fire prevention and building safety commission.

2. Emergency Plans

- All early learning programs shall have written plans for notifying parents of illness, serious injury, or death of a provider; care in an emergency and emergency evacuation plans which are posted in the classroom where the provider operates the early learning program.

3. CPR/First Aid Certification

- At least one adult shall have **annual** certification in CPR applicable to all age groups enrolled in the early learning program and is present at all times when children are present, **and**
- Each teacher/assistant teacher shall have **current certification** in First Aid.
- The school nurse may be counted as the individual onsite with CPR training.

4. Inaccessible Firearms, Poisons, Chemicals and Medications

- The early learning program shall provide a safe environment by ensuring that firearms, ammunition, poisons, chemicals and medications are inaccessible to the children in their care.
- Firearms and ammunition shall be secured in a locked area, by a key or combination, in an area where children cannot gain access.
- Inaccessible for poisons, chemicals and medications means that in lieu of a locked (key or combination) cabinet, the items mentioned above must be kept in an area inaccessible to the children. This could mean locked closets, rooms, garages, basements or medicine boxes. Childproof locks will not be acceptable.
- All areas that are accessible to children will be inspected.

5. Alleged perpetrator, Child Abuse and Neglect

- The early learning administrator, teacher, assistant teacher and volunteer shall provide evidence that they have not been named as an alleged perpetrator in the Child Protection Index. A Consent to Release Form (form number 53323) must be completed for each required individual and submitted to the verifying agency (TCC). This completed form gives The Office of Early Childhood and Out of School Learning permission to check this registry. This form can be found online at <http://www.in.gov/fssa/carefinder/2733.htm>. A copy of this form is also included on the last page of this packet.

6. Immunizations (if not on file at the Pre-K program)

- Each child has age appropriate immunizations including Varicella and Pneumococcal vaccines. Documentation includes:
 - ✓ Names of all children (*including provider's*) enrolled in the early learning program.
 - ✓ Immunization records for each child (*includes month, day and year given for each immunization and child's birth date*).
 - ✓ The child's physician documents child is in process of receiving immunizations **or**
 - ✓ A medical exempt statement from a physician **or**
 - ✓ A religious belief exemption statement from the parent
- If it is the school's policy to collect and maintain immunization forms for children enrolled in the preschool classrooms, these forms do not need to be submitted to TCC.

7. Supervision Policy

- The early learning program shall ensure that all children are continually within sight or sound at all

times.

- Supervision of the children will be validated during the inspection.

8. National Criminal History Checks

- Documentation that criminal histories checks have been completed for the preschool administrator/teachers/assistant teachers/volunteers indicating that the individual has not been convicted of a prohibitive crime under IC12-17.2-3.5.

9. Hand Washing Standards

- The early learning program must assure that all staff are following appropriate hand washing procedures, as defined by the Office of Early Childhood and Out of School Learning, at all times.
- This will be observed during inspection.

10. Discipline Policy

- An early learning program shall have a written discipline policy which includes the type of discipline to be used and under what circumstances it will be used. This plan must include information about how the policy will be modified to meet a specific child's age and/or abilities, if applicable.
- Parents of children enrolled shall receive a copy of this policy. The early learning program must maintain a copy of the policy, signed by the parent/guardian of the child, in the child's records.
- An early learning program shall assure all employees and volunteers are following the discipline policy.
- This will be observed during the inspection.

11. Unscheduled Visit

- An early learning program shall allow parents/guardians to make unscheduled visits anytime during the hours the early learning program is in operation.

12. Age of teacher/assistant teacher

- The individual is:
 - ✓ At least eighteen (18) years of age and may act as a teacher/assistant teacher without supervision of another teacher
- Is under eighteen (18) years of age and may act as a teacher/assistant teacher only if the individual:
 - ✓ Is at least fourteen (14) years of age
 - ✓ Is at all times when early learning is provided, directly supervised by a teacher who is at least eighteen (18) years of age

13. Orientation

- The early learning program shall have a signed Orientation Training documenting their understanding of orientation topics. (Sample of required topics may be obtained)
- Prior to employment or volunteer duties each employee or volunteer must receive a formal orientation to the school and the early learning program.
- The early learning program shall document the completion of teacher, assistant teacher and volunteer orientation training.
- An early learning program shall maintain documentation of teacher, assistant teacher and volunteer orientation training with the employee/volunteer's records.

14. Employee Records

- An early learning program shall maintain documentation of all required teacher, assistant teacher and volunteer training.
- An early learning program shall maintain documentation of teacher, assistant teacher and volunteer orientation training with the employee/volunteer's records.
- An early learning program shall make the documentation available to the Office of Early Childhood and Out of School Learning or its authorized representative, The Consultant's Consortium, Inc., upon request.

15. Reporting Child Abuse and Neglect

- An early learning program shall provide to all teacher, assistant teachers and volunteers of the early learning program written material provided by the Office of Early Childhood and Out of School Learning in regards to reporting child abuse and neglect.
- A teacher, assistant teacher and volunteer of the early learning program who has reason to believe that a child in their care is a victim of child abuse or neglect shall make a report as required under IC 31-33-5.

16. Reporting Injury and/or Death of a Child

- An early learning program shall immediately notify the parent or legal guardian of a child in the early learning program concerning any of the following that occur during the hours that a child is in the early learning program
 - ✓ Bodily injury
 - ✓ Serious bodily injury
 - ✓ Death of a child
- The early learning program shall notify the division:
 - ✓ Not more than twenty-four (24) hours after the occurrence for bodily injury and serious bodily injury.
 - ✓ Immediately after the occurrence of the death of a child.

17. Sanitation and Fire Safety Inspections

- Indiana School House regulations for sanitation, fire safety and food service standards must be met as required for public schools as verified by the appropriate state agency. Copies of inspection reports may be requested.

18. Teacher: Child ratios and Group Sizes

- Preschool classrooms meet the requirements for child to teacher ratios and group size as required under IC12-17.2-4 and 470 IAC 3-4.7
 - ✓ Ratios and Groups sizes are as follows:

Age of Child	Teacher: Child Ratio	Maximum Group Size
30–36 months	7:1	14
3 years	10:1	20
4 years	12:1	24

Other Important Information:

Definition of a volunteer: As defined in IC12-7-2-199.2, a volunteer is an individual who, without compensation, provides services to an early learning program for at least 8 hours per month.

- If an individual is not a volunteer, they are considered a guest. A guest **may not** be left alone with child receiving care at the early learning program at any time and may not be counted as a caregiver.

All new staff and volunteers must complete the fingerprints necessary for a national criminal history check and a consent to release form must be submitted to the Verifying Agency (TCC) prior to working with children.

*Provider Eligibility Standards Team
Contact Information*

Mailing Address:
PO BOX 1186
Indianapolis, IN 46206-1186

Phone Number: 1.317.638.7095
Toll Free: 1.866.921.6623

Fax Number: 1.317.972.0351
Toll Free Fax: 1.866.642.8002

Email: PES@e-tcc.com

Please Keep This Information Sheet For Your Records.

*******IMPORTANT INFORMATION BELOW*******

PLEASE READ THIS ENTIRE PAGE BEFORE COMPLETING ANY OF YOUR DOCUMENTATION

Your application must be completed within 60 days. If the application is not completed within the 60 days we will return all file documentation and you will be required to submit a new application with updated documentation.

Your 53323 Consent to Release Information results are only valid for 60 days. A site inspection must be conducted and certification approval granted prior to the expiration date.

Sample Forms contained in this packet are provided for your convenience; however, you may use any form that meets the requirements of the standard.

First Aid and CPR Requirements

First Aid

The American Red Cross and National Safety Council classes are approved; however, they must include demonstration of skills. Therefore, online classes may not be accepted.

If another entity or individual is offering the course, it must cover the following:

- ✓ Choking
- ✓ Bleeding
- ✓ Artificial Breathing
- ✓ Poisoning
- ✓ Seizures
- ✓ Shock

All courses must also require the pupil to complete a return demonstration of skills. These courses must be taught by a licensed R.N., L.P.N., M.D., D.O., E.M.T. Paramedic or a certified First Aid Instructor. The provider must submit proof of all of the above requirements to meet the PES requirement.

CPR

The American Red Cross and National Safety Council classes taught by certified instructors are approved; however, they must include demonstration of skills. Therefore, online classes may not be approved.

All other CPR courses must meet and document compliance with the JAMA (Journal of American Medical Association) standards and be taught by a certified CPR instructor. The course should require that participants demonstrate skills on mannequins as well as pass a written or oral test.

If you are obtaining instruction from the American Heart Association you must complete the certification process. Your card must state certification, not participation.

For Preschool Programs in Public Schools the school nurse may be counted as the individual onsite with CPR certification.

Please Keep This Information Sheet For Your Records.

PES Checklist for Public Schools
Paths to QUALITY Enrollment only
(Without CCDF Eligibility)

School representative must submit the following documentation to the TCC office.

The Consultants Consortium (TCC)

PO BOX 1186

Indianapolis, IN 46206-1186

Fax Number: 1.317.972.0351

Toll Free Fax: 1.866.642.8002

Questions: 317.638.7095

Toll Free: 1.866.921.6623

- _____ **Form A:** LEA PES Cover sheet
- _____ **Form B:** Teachers/Assistant Teachers/Volunteers Worksheet
- _____ Copy of Discipline Policy (Sample available)
- _____ Written Staff Supervision Policy for employees/student assistants under the age of 18
- _____ Proof of Current First Aid and Annual CPR (Online only classes are not accepted-Demonstration of Skills Required)
- _____ Picture IDs- Preferably a State Driver's License or State ID – The ID must show the Date of Birth for all preschool director/administrator and all preschool staff/volunteers
- _____ Documentation that a criminal history check has been completed for the preschool administrator/teachers/assistant teachers/volunteers indicating that the individual has not been convicted of a prohibitive crime under IC12-17.2-3.5.
- _____ Complete and legible State Form 53323- Consent for Child Protection Index Check and Sex Offender Registry form for preschool director/administrator and all preschool staff/volunteers

Important note: New staff and volunteers must submit the following documentation to TCC. Additionally, a new director/administrator must be reported immediately.

- Picture ID- Preferably a State Driver's License or State ID – The ID must show the Date of Birth
- Documentation that a criminal history check has been completed for the preschool administrator/teachers/assistant teachers/volunteers indicating that the individual has not been convicted of a prohibitive crime under IC12-17.2-3.5
- State Form 53323- Consent for Child Protection Index Check and Sex Offender Registry

Your application must be completed within 60 days. If the application is not completed within the 60 days we will return all file documentation and you will be required to submit a new application with updated documentation

These Items will be checked during your onsite inspection.

- _____ **Form 1-** Posted evacuation plan in case of fire or severe weather
- _____ **Form 2 -** Posted monthly fire drill chart
- _____ **Form 3-** Posted emergency telephone numbers
- _____ **Form 4-** Emergency contact information for all children-maintained in each child's file
- _____ Verification of required teacher: child ratios and group size
- _____ Verification all firearms and ammunition inaccessible to children
- _____ Verification all medications, poisons, chemicals, bleach, cleaning materials are inaccessible to children
- _____ Proof of Orientation signed by administrator/staff/volunteers and maintained in the staff file
(Sample Available)*
- _____ Child Immunization Records-(If not collected and maintained by the Pre-K Program)
- _____ Discipline Policy - Signed by a parent/guardian for each child and maintained in the child's file*

* These items may be mailed in with the other required documentation if this is preferred by the school.

FORM A

*** This form should accompany all forms sent, scanned or faxed to TCC to meet Provider Eligibility Standards***
PLEASE USE SECURE FAX OR MAIL WHEN SENDING CONFIDENTIAL DOCUMENTS

Preschool Classrooms in Public School PROVIDER ELIGIBILITY STANDARDS COVER SHEET



From: [Type the name of the School Corporation]
(Type the name of the Preschool Program)

Phone: [Type the sender phone number]
Fax: [Type the sender fax number]

Date: [Type in today's date]

To: Christy Christianson
Phone: **317.638.7095 TOLL FREE 1.866.921.6623**
Fax: **317.972.0351 TOLL FREE 1.866.642.8002**
Company Name: TCC
TCC Email Address: PES@e-tcc.com
TCC Mailing Address: TCC
P.O. Box 1186
Indianapolis, IN 46206-1186

Comments:
[Type comments]

FORM B **Teacher/ Assistant Teacher/Volunteer Worksheet**

Early Learning Program Name: _____ Pre-School Director/Administrator Name: _____

Please list the preschool director/administrator, teachers, assistant teachers and volunteers whose documentation will be verified by The Consultants Consortium (TCC) at the time of certification.

Please attach **copies** of identification (i.e. driver license) of each of the individuals listed on this form.

Printed Staff Name	Birth Date	Current Age	Documentation of Orientation	Age Appropriate CPR Training	First Aid Training	Included on State Form 53323
Pre-School Director/Administrator Name:						
Staff :						
Staff:						
Staff :						
Staff:						
Staff :						
Staff:						
Staff :						

I certify that the individuals listed above are the only persons employed or volunteering at this early learning program. I understand that should staffing changes take place after certification; the appropriate personnel documentation will be collected and made available to the TCC upon request. Failure to stay in compliance with staffing documentation requirements will be considered non-compliance and could result in the loss of PES certification.

Director/Administrator signature _____ Date _____

Title _____

*Please return **signed and dated** form to the verifying agency, TCC.*

SAMPLE FORMS

- ❖ These sample forms are provided for your convenience. They may be used as a template or you may use other forms as long as the required information is included on each form.

Form 1

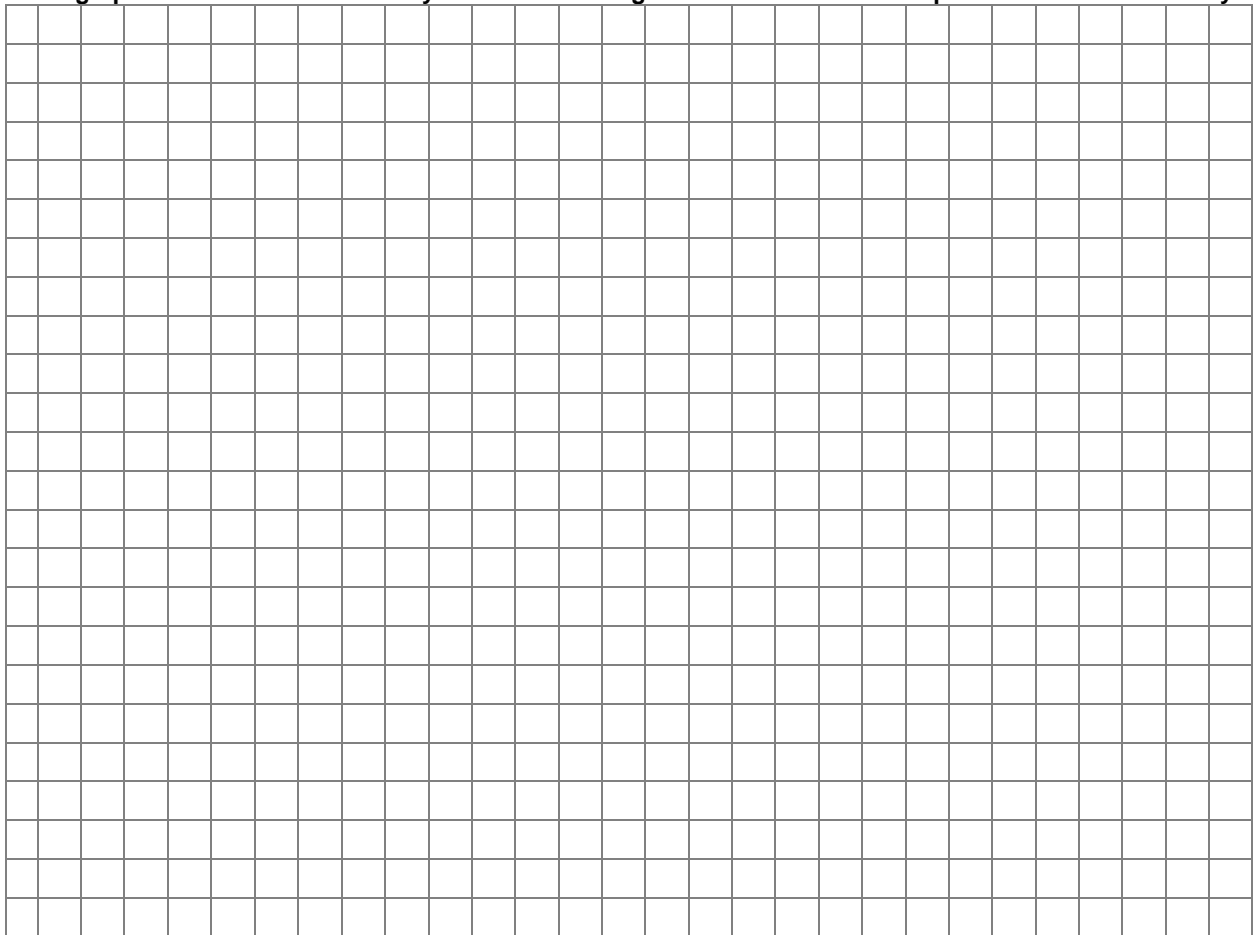
Early Learning Program Name: _____ Location Address _____

Evacuation Plan In Case of a Fire or Other Emergency

Use the graph below to draw a floor plan layout of your program.

- ❖ Label each room
- ❖ Mark the doors
- ❖ Use arrows to show **two ways out.**
- ❖ Mark the Severe Weather Location- Mark the location on the graph above where you will gather in the event of a tornado or severe weather. **It should be a basement or interior area**, where the children will not be exposed to flying glass. If possible, store a battery operated radio and flashlight, blankets, small toys and books in this area. Take your cell or portable phone (if available) with you to this area.

This graph should reflect the route you will take during a fire drill. Remember to practice fire drills monthly!!!

A large empty grid graph consisting of 20 columns and 20 rows of squares, intended for drawing a floor plan layout.

Please indicate an outside meeting place: _____
This location should be at least 50 ft away from the building.

Severe Weather Plan Location: _____

This form or one similar to it, must be posted in your facility in a visible location.

FORM 2

Monthly Fire Drill Log

Staff Signature _____

Date	Time	Weather Conditions at Time of Fire Drill	Number of Children Present	Length of Time to Evacuate	Attendance Taken at Gathering Place	Name of Person Conducting Drill

FIRE DRILLS MUST BE CONDUCTED MONTHLY AND A LOG BE AVAILABLE FOR THE VERIFYING AGENCY

*This for, or one similar to it, should be posted in your facility and will be verified by TCC during the Provider
Eligibility Standards Certification visit.*

FORM 3

Preschool Name _____

Emergency Contact Information to Be Posted By the Phone

Fire: 911 or (____) _____

Ambulance: 911 or (____) _____

Police: 911 or (____) _____

Poison Control: 1-800-222-1222

Our address is:

(Address)

(City)

(State)

(Zip Code)

Our Phone Number is: (____) _____

If a child should need immediate medical assistance I will contact a rescue squad or hospital at 911 or (____) _____. I will contact the parents of the injured or ill child to let them know their child's condition.

Transportation to the doctor or hospital will be provided by _____ (name the method of transportation to be used, such as personal car, rescue squad, or taxi)

FORM 4

Preschool Name _____

Emergency Contacts for Children

Child's Name _____
Address _____
Phone _____ Birthdate _____

Primary Contact _____
Employer _____ Phone _____
Cell phone _____ Beeper _____

Alternate Contact _____
Employer _____ Phone _____
Cell phone _____ Beeper _____

Alternate Contact _____
Employer _____ Phone _____
Cell phone _____ Beeper _____

Special medical health need(s): _____

Parent's Signature: _____

Date: _____

CHILD'S RECORDS WORKSHEET

NOTE: You must maintain files for ***all*** the children enrolled in the preschool program which includes a signed discipline policy, emergency contact information for the child's parent and immunization records (if applicable). These records will be reviewed by a representative from the verifying agency, The Consultant Consortium, to determine compliance with CCDF Provider Eligibility Standards.

Child's Name	Childs Date of Birth	Immunization Record	Date of Immunization Completion (not older than 1 year)	Discipline Policy Signed
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
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		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

Early Learning Program Name _____

ORIENTATION FOR STAFF OR VOLUNTEERS

Employee Name _____ Position _____

Date of Hire _____ Orientation Date _____ Start Date _____

THE FOLLOWING TOPICS WERE DISCUSSED WITH THE NEW EMPLOYEE:

- ❖ Names, ages, specific needs of children assigned, including food allergies
- ❖ Location of children's records
- ❖ Children's emergency information
- ❖ Received documentation provided by FSSA regarding reporting Child Abuse and Neglect
- ❖ Supervision Policy
- ❖ Discipline Policy
- ❖ Safe Sleep Practices
- ❖ Medication storage and use
- ❖ Illness Policy including when to exclude children due to illness
- ❖ Diapering Procedures
- ❖ Hand Washing Procedures
- ❖ Cleaning, sanitizing, disinfecting procedures
- ❖ Location of emergency numbers
- ❖ Location of first aid supplies
- ❖ Smoking, Alcohol and Drug Policies
- ❖ Emergency evacuation procedures
- ❖ Location and operation of fire extinguishers
- ❖ Location and operation of smoke detectors for testing during drills
- ❖ Emergency procedures for bad weather
- ❖ Location and operation of gas, electric and water shut-off
- ❖ Other _____
- ❖ Other _____

Signature of Employee/Volunteer _____ Date _____

Signature of Provider _____ Date _____

This form must be signed and kept in the employee/volunteer file

SAMPLE DISCIPLINE/GUIDANCE POLICY

Early Learning Program Name _____

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's Name

Date of Birth

Parent/Guardian Signature _____ Date _____

This form, or one similar to it, will be checked by the verifying agency and must be maintained within the child's file.